

Introduction

The "Validation & Warning Error Messages" Quick Reference Guide is designed for Buyers and Vendors to be aware of what the messages mean during Bid Solicitations in Buy4Michigan.

Notes:

- The Red Error message means that the document does not have sufficient information to continue forward. Once the proper data is entered, you may continue your document to completion.
- The messages in Yellow are errors that do not require any intervention. The document can continue as the message is strictly for your information

Steps

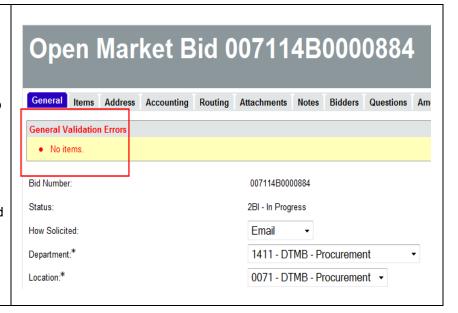
Step 1:

Red General Validation Error Message

During a new Bid Solicitation, the "no items" error message indicates for a Buyer to include items, which is the next step.

 a.) Click the Items Tab & select your item(s) desired that pertain to the service or good you are requesting.

Once your Items are entered, the validation error message will disappear.





Yellow Validation Warning
Message

Open Market Bid 007114B0000

General Items Address Accounting Routing Attachments Notes Bidders Content of General

Vendor Validation Warnings

No bid bidder.

Select bidder participation, open or closed, and select vendors to notify

Unrestricted bid, all vendors can view and respond

Restricted bid, only selected vendors can view and respond

Vendor ID

Vendor Name

Show Unit Prices to Vendors

Hide Bid Holder List on Vendor Side